

2009 ANNUAL TELEWORK AGREEMENT REMINDER
MARCH 1ST – NEW DEADLINE ESTABLISHED FOR ALL TELEWORKERS

Important Procedural Change:

It is time to renew all ARB telework agreements. A new process has been established to ensure that all teleworkers have up to date agreements on file. Instead of managing staggered approval dates, we are switching to a simpler process of one annual deadline - March 1st - for all approved telework agreements to be on file with ARB's Telework Coordinator. After March 1st, telework agreements that do not reflect a 2009 approval date will become invalid. The Telework Coordinator will follow up with divisions to ensure that the new procedure is being followed.

The privilege of teleworking is based on a combination of operational need, satisfactory employee performance, and a demonstrated ability to work independently, as documented in the most recent performance reviews. The opportunity to participate is voluntary and subject to prior recommendation by the employee's immediate supervisor and approval by the Division Chief, in accordance with the provisions of the [ARB Telework Program Policy and Procedures \(ASL 07-08\)](#).

Interested employees should review the policy, and upon approval of the telework plan, obtain the required telework training listed in the cover letter of ASL 07-08. Supervisors, probationary employees or those with less than one year of experience in their current classification generally will not be approved for teleworking. More specific criteria, however, is outlined in the telework policy.

Telework agreements must be renewed annually by March 1st. Please forward a copy of the [Telework Plan](#), [Supervisor's Checklist](#), and the [Safety Home Office Checklist](#) to the Telework Coordinator, Heidi Leveille, Human Resources Branch. For those employees who are continuing with existing telework schedules, a complete new agreement with related attachments must be reapproved by the immediate supervisor and the Division Chief each year.

Please note: Possible furlough days should be taken into consideration when completing agreements by March 1st. We are giving until March 1st in order for supervisors to address the issue of furloughs, as we expect to know more specifically about the matter by February 1st.

Questions regarding Telework agreements can be addressed to:

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